

REQUEST FOR NONTACTICAL VEHICLE SUPPORT

For use of this form, see USAARMC Reg 58-1

(See reverse for instructions)

SECTION I

1. TO: Transportation Officer
ATTN: ATZK-OST
Fort Knox, KY 40121-5000

2. FROM:

3. Request transportation support be provided as follows:

4. Inclusive dates:

5. Pickup time:

6. No. of personnel or
type of cargo to be
transported:

7. Pickup point:

8. Destination:

9. Driver required?

☐

Yes

☐

No

10. Is this a unit movement?

☐

Yes

☐

No

11. Is off post authorization required?

☐

Yes

☐

No

12. Type of vehicle required:

13. POC for commitment:

Name:

Phone:

14. JUSTIFICATION:

15. SPECIAL INSTRUCTIONS FROM UNIT:

16. REQUESTER:

(Signature)

(Grade/rank and title)

(Phone number)

(Date)

17. TRANSPORTATION COORDINATOR:

(Signature)

(Grade/rank and title)

(Phone number)

(Date)

SECTION II

APPROVAL/DISAPPROVAL OR RECOMMENDED SUPPORT

1. TO:

2. FROM: Chief, Transportation Division
Directorate of Base Operations Support
Fort Knox, KY 40121-5000

3. ☐ This request for nontactical vehicle support is approved.

4. ☐ This request for nontactical vehicle support is disapproved for the following reason:

☐

Requested vehicle is not available.

☐

Other:

☐

Assets are not available to support TDY requests.

☐

Request exceeds permissible operating distance (POD).

5. RECOMMEND:

☐

Use of General Dispatch fleet on a daily, first-come-first-served basis.

☐

Use of NTV Taxi Service.

☐

Use of assigned NTV to support this requirement.

Installation Transportation Officer

INSTRUCTIONS FOR COMPLETING FORM

1. This form must be neatly completed (printed or typed) in duplicate and received at address in Section I, Block 1, NOT LATER THAN 72 HOURS prior to date support is requested. Requests not meeting the 72-hour criteria must be justified and approved by the unit/activity head.
2. This form must be submitted by each unit/activity Transportation Coordinator after all available assets are screened and a determination is made that no in-house assets are available for the support.
3. Cancellation of combined commitments involving TMP drivers must be made in sufficient time to avoid "no shows." TMP drivers will wait no longer than 10 minutes beyond pickup time for personnel to begin on-loading.
4. Blocks 1 through 13 are self-explanatory.
5. Block 14 must contain justification as to why present assets cannot be used, and why military taxi cannot be used.
6. Block 15 should provide information pertaining to special requirements or other instruction that will assist in providing the requested support.
7. Blocks 16 and 17 are self-explanatory.
8. Section II will be completed by DBOS Transportation and returned to the requestor within 24 hours. Once approval is received for a specific requirement, major changes will not be accepted unless another request is submitted. Minor changes will be accepted 24 hours prior to pickup time and is encouraged. TMP Dispatch: 4-5453/5724; Bus and tractor support: 4-1215: Scheduling: 4-1826.